



Staff Report

POLICE DEPARTMENT/CITY HALL PROJECT FINAL MONTHLY UPDATE AND RESOLUTION ACCEPTING THE WORK, APPROVING AS-BUILT PLANS, AND AUTHORIZING THE ISSUE OF NOTICE OF COMPLETION FOR THE BELMONT POLICE DEPARTMENT/CITY HALL PROJECT TO THOMPSON PACIFIC CONSTRUCTION, CITY CONTRACT NUMBER 415A

Honorable Mayor and Council Members

Summary

Staff has provided an update on the Police Department/City Hall project to the City Council and community on a monthly basis for the duration of the project. This report is the final monthly update as well as a request that the City Council adopt the attached resolution accepting the work, approving as-built plans and directing the City Clerk to file a Notice of Completion with the County.

Background

On July 22, 2003 the City Council approved the plans and specifications for the Police Department/City Hall project and directed staff to issue them to the pre-qualified bidders. The successful bidder was Thompson Pacific Construction, Inc. The project included, but was not limited to, the seismic retrofit of City Hall, renovation of existing City Offices and remodel of portions of the building to accommodate the Police Department and the addition of 8,000 square feet to accommodate a new lobby, Permit Center and City Council Chamber. Thompson Pacific Construction submitted the lowest responsible bid and was awarded the contract.

As of September 6, 2005 (day 667 of the project) construction was substantially complete and the facility was fully operational. The contractor continued to work on punchlist items since the project was substantially complete.

As of April 18, 2006 agreement has been reached on all change orders for the project. A final progress payment was approved on April 21, 2006.

Discussion

Recent project activities

- Minor punchlist items completed.
- Bannister installed in Council Room.

Upcoming project activities

- Install City logo for the front of building.
- Install City logo in Council Room.
- Complete interior sign program (City staff).
- Modify Police Motorcycle Shed (extend 2 feet).

Miscellaneous issues

Final Move

The final moves for all city offices into their new locations were completed as follows:

- August 26 – City Manager, Human Resources & Community Development
- September 6 – Finance
- September 12 – Police

A “Ribbon Cutting” was held on May 3, 2005 to formally open the lobby, Permit Center and City Council Chamber. A formal celebration dedicating the building was held on December 13th. At the event the City Council cut a ceremonial ribbon, former City Clerk Jim McLaughlin read his “Belmont” poem and a bronze plaque was unveiled dedicating the facility to all those that worked on the project.

Council Chamber Logo

The City logo originally planned for placement on the exterior of the building will instead be placed on the wall behind and above the Council dais. Staff developed a photo mock up for the installation with the only comment on the mock up being to raise it by two to three feet.

Exterior City Logo

Based on the comments staff received the logo specified for the exterior of the building appeared to be too small relative to the size and height of the building. In order to determine the proper sized logo staff created a cardboard mock up of a slightly larger size and placed it on the building. Comments received from Council and staff members indicate that the mockup of the logo is the appropriate size. Staff will proceed with the manufacturing and installation of the logo.

Police Department Demolition and Landscaping

In the August project update staff recommended that the Police Department demolition and landscaping project (Phase III) be separated from the Police Department/City Hall Project. This will entail creating a \$200,000 (est.) project budget for the demolition, asbestos abatement, and backfilling of the basement and restoration of the Manor Building exterior into a new project account. The new project will be funded from the General Facilities Fund, the Redevelopment Agency Capital Projects Fund or a combination of both. This new project is recommended to be included in the FY 2007 capital improvement budget. Lastly, the project will be coordinated with an existing budgeted project, Police Station Landscape Improvements - Project #8051 in the amount of \$280,000. Funding for the landscaping is available in the Park Improvement Fund. This project includes the landscaping, sidewalks and lighting improvements for the site. The

plans for the landscaping project have been reviewed and approved by the Parks and Recreation and Planning Commissions and the City Council.

Future Project – Potential Solar Project

The City Manager and Finance Director are exploring the possibility of a project to install photo voltaic cells on the City Hall roof to generate a portion of the electricity needs for the facility. The project will also entail the insulating of the roof and re-roofing of the original portion of the building prior to the installation of the photo voltaic cells. Additional information will be developed for this project.

HVAC Systems

Heating and air conditioning units mounted on the roof accomplish the heating and cooling of the facility. The system employs both new and existing equipment. The existing units, although nearing the end of their useful life, have been performing satisfactorily from a mechanical standpoint. However, last month the existing unit on the south wing of the building had to be shut down to repair the air circulation fans and motors. The bearings, fan shaft and motors were replaced.

The new unit that heats and cools the main lobby and Council Chamber is another matter. The contractor has temporarily set the controls on this unit to heat the spaces. Further research is being completed on whether the unit is capable of meeting the heating and cooling specifications. Staff has collected and forwarded information from the installation and maintenance contractors to the project mechanical engineer regarding our concerns of the new unit's ability to properly heat and cool the main lobby, permit center and Council Chamber. It appears that the problem is primarily the result of the dramatically different types of spaces the unit is trying to condition concurrently. The size and exposure of the main lobby and permit center are significantly different than the size and exposure of the Council Chamber. Experience has shown that the unit cannot simultaneously maintain comfortable temperatures in the spaces it serves and is particularly ineffectual during the temperature extremes of summer and winter. Staff will be working with the system designers and contractor to identify a solution to the problem. As of April 18, 2006 the mechanical contractor has supplied preliminary information to the City that answers questions posed by the design engineers. This information was passed on to the design engineers as a first step in addressing the issue.

Thank You to Staff

We would like to thank and acknowledge the staff members in all the departments impacted by the project. Each department was moved at least twice, a very disruptive process, but everyone still managed to conduct their regular business with little or no impact to the public.

Also, a special thank you is due to the Parks and Public Works Crews and the Information Technology Department for their vital role in completing the project. Their assistance in every aspect of the work made the transition and moves proceed very smoothly.

Project schedule

Below is the timeline that takes the project through to substantial completion on September 6, 2005.

Some activity delays were attributable to design and/or documentation errors, so some of the delays were considered “concurrent” (offsetting - “their” fault and “our” fault). Contract Change Order #16 authorizes and extension of the contract schedule by 256 days. This extension was mutually agreed upon by the contractor and City.

Milestone	Original Schedule	Revised	Actual	Comments
<i>Phase I:</i>				
Demolition	Jan. 9, 2004		Jan 9, 2004	
Foundations	Feb. 13, 2004		Feb 13, 2004	
Shear Walls - Existing Building	March 29, 2004		April 7, 2004	
Concrete Walls – Addition	April 29, 2004		May 26, 2004	
Structural Steel	June 23, 2004		Sept 16, 2004	
Roof on Addition	August 4, 2004		Feb 24, 2005	
Complete Landscaping	August 26, 2004	Apr 15, 2005		<i>Phase I complete/not accepted</i>
Complete Site work	Oct. 14, 2004	Apr 26, 2005		
Structural Glass	August 20, 2004	April 6, 2005		<i>Only very minor work to complete</i>
Phase I complete	Oct. 14, 2004	Apr 27, 2005		<i>Essentially done by then</i>
Transition period	Oct. 25, 2004		April 28 -May 25, 2005	<i>Complete with move of CM & HR Offices</i>
<i>Phase II:</i>				
Demolition	Nov 4, 2004		May 18, 2005	
Tenant Improvements	Oct. – Dec. 2004	May – August, 2005	August 26, 2005	
Phase II complete	Dec. 23, 2004	August 12, 2005	Substantial Completion September 6, 2005	<i>Additional punch list items were completed in April 2006.</i>

General Plan/Vision Statement

Not applicable.

Fiscal Impact

The original contract price for City Contract Number 415A was \$7,085,000. The final construction contract cost was \$7,336,553, which is within the Council authorized contract plus a

\$350,000 contract contingency. Payment is from the budget account 305-4510-2055-9030.

The schedule below summarizes the project's sources and uses of funds, including construction costs and contingency use to date:

Sources		
Description	Amount	%
Proceeds from Loans	\$1,000,000	10
Proceeds from RDA Bonds – 99A	2,230,360	22
Proceeds from RDA Bonds – 99B	2,038,870	20
Proceeds from Variable Rate Note – 99A	2,503,153	25
Transfers from General Fund	500,000	5
Transfers from Facilities Fund	509,000	5
Federal Grant	248,000	2
State Grant	133,000	1
One Time Contributions - ERAF	155,100	1
Settlements	50,000	1
Interest	688,617	7
Total	\$10,056,100	100

Uses				
Description	Amount			%
	Construction	Other	Total	
Contracts	\$7,085,000	\$2,353,100	\$9,438,100	94
Change Order Contingency	350,000	268,000	618,000	6
Subtotal	7,435,000	2,621,100	10,056,100	100
Transfer	(98,447)	98,447	0	0
Total	\$7,336,553	\$2,719,547	\$10,056,100	100
Less: Progress Payments	7,085,000	2,665,464	9,750,464	97
Change Orders	251,553	-	251,553	2
Subtotal	7,336,553	2,665,464	10,002,017	99
Balance Remaining on Contracts & Contingencies	0	54,083	54,083	1
Less: Work Remaining	0	54,083	54,083	1
Project Balance	\$0	\$0	\$0	-

Budget/change orders

The construction contract with Thompson Pacific was for \$7,085,000. The project has been completed with-in budget. On April 28, 2006 the 26th and final progress payment was made to Thompson Pacific for \$24,223.00. This signifies that we are at 100% of payments to the Contractor. The total includes retention payments that are placed in an escrow account for future release. To date a total of \$515,426.82 of the retention has been released.

As of April 21, 2006, thirty formal change orders have been issued, addressing one hundred and sixty-two separately negotiated changes (including twenty-eight credits), for a total of \$251,553.

A summary of the change orders follows:

Change Order #1- \$6,190

- Add steel casing for elevator hole.

Change Order #2- \$2,843

- Add new rubber base, remove existing insulation and added demolition to locate PT cables.

Change Order #3- \$16,021

- Added miscellaneous demolition items, rebar dowels, disposal of asbestos, structural steel supports and plumbing isolation valves.

Change Order #4- \$6,248

- Add service to locate PT cables in thicken beam and raise four catch basins.
- Delete and modify casework and PIV on fire water service piping.

Change Order #5- \$1,438

- Add demolition, revise roof tie-in configuration and provide low-fume roofing asphalt.
- Delete injection of epoxy at top of shotcrete walls.

Change Order #6- \$8,845

- Provide temporary protection in dentist's office.
- Add bulletproof glass and package passer at PD dispatch window and handcuff bar in detention cells.
- Remove and reinstall two VAV's to accommodate steel installation.
- Revise handrails and stringers in stair #4.

Change Order #7- \$15,218 (credit)

- Credit for services to provide review and inspection of shotcrete repairs.

Change Order #8- \$6,259

- Revise door hardware, add metal deck supports, change signal and power layout in room 245, add wheel chair guide.
- Delete vertical channel in wood siding detail on new exterior columns.

Change Order #9- \$6,786

- Add x-raying to relocate floor drains, modify security controls, change light fixture in room 350 and cost to redraw fire alarm system.

Change Order # 10- \$16,222 (credit)

- Add demolition of exterior walls.
- Credit for deletion of work in stairs wall demolition and glass removal and replacement.

Change Order #11- \$11,748

- Add to remove and relocate rainwater leaders, repair exterior light circuits and additional lockers and wood “cubby” base units.
- Credit for deletion of motorized projection screen.

Change Order #12- \$8,899

- Add rebar dowels, remove insulation, relocate existing cable TV service feed and add conduit boxes and plywood backing in PD dispatch.

Change Order #13- \$21,342

- Add flooring and rubber base and modify structural steel bracing in various locations.

Change Order #14- \$4,763

- Add to revise lighting location, revise exhaust for toilet rooms, soffit to conceal steel, wall framing to conceal conduit, lengthen closet walls, install screws in lighting trim and provide power for control transformers for AC-1 and AC-2.

Change Order #15- \$32,440

- Add to modify fire sprinkler design and complete installation.

Change Order #16- \$0

- Addresses time extension of 256 consecutive days for contract completion. This change is made without credit or charges to either party and closes all issues regarding and related to the time extensions.

Change Order #17- \$9,439

- Add revisions for electrical and lighting work and modifications to elevator circuit breakers.

Change Order #18- \$16,566

- Add for revisions to interior lighting plan, wall and register modifications in Council Chamber, conduit to flag pole and power for alarm signal for elevator smoke seals.
- Add seismic bracing on VAV's in essential services areas.

- Credit for deletion of VAV #22.

Change Order #19- \$18,353

- Add to raise cleanout and run condensate drain, modify site concrete work, remove and reroute roof drain, HVAC controls for AC-1 and AC-2, imported topsoil and interior painting for 3rd floor suites.
- Credit to reuse existing topsoil in landscaping.

Change Order #20- \$7,588

- Add to revise stair shop drawings, change window types, add light switch, add door hardware and reconfigure door swing.
- Credit to reduce quantity of fabric panels in Council Chamber.

Change Order #21- \$40,720

- Add for demolition and additional concrete for generator pad.
- Add for revision to steel reinforcing.
- Credit for deletion of ladder.
- Add for revision to steel frame for glass wall.

Change Order #22- \$1,928

- Add for repair doweling.
- Add for revision of structural glass wall details.
- Added demolition in phase II.
- Credit reduction of site concrete work.
- Add for revision of steel at sprinkler pipe riser.

Change Order #23- \$3,876

- Add for additional wood base in Council Chamber.
- Add for roofing around platform for server room AC unit.
- Credit for revised scope of metal panels on Council Chambers.
- Add for revision to Permit Center counter.
- Add for demolition and new tile in stairway #2.
- Add for tile base in lieu of rubber base in Conference Room.
- Add for revision of existing case work and windows.

Change Order #24- \$9,821 Credit

- Credit for deletion of fire alarm devices and reduction in training.
- Add for new smoke detectors in existing HVAC units.
- Add for new fire alarm devices.
- Add for hardware to install additional breakers.
- Add door hold open devices.

Change Order #25- \$1,529

- Credit for deleting exterior framing and sealant at wall bases.
- Add additional framing and gypsum board installation.

- Add for window revisions.

Change Order #26- \$7,781

- Credit for deleted gate.
- Add to relocate fire sprinkler heads.
- Add to provide sheet metal pan under water heater.
- Add to install steel installation under stairway #2.
- Add to replace T-bar ceiling with gypsum board.
- Add to relocate one window.
- Add to relocate wall around ductwork.

Change Order #27- \$14,236

- Credit to delete elevator pit and associated plumbing.
- Add framing to accommodate new toilet fixtures.
- Add gypsum framing and gypsum board in stairwells # 4 and #5.
- Add to repair and replace T-bar ceiling.
- Add to paint existing kitchen.

Change Order #28- \$12,753

- Credit for deleted work in toilet room.
- Credit for reduction in size of conduit for generator.
- Add T-bar ceilings and paint above ceilings.
- Add to relocate lights to facilitate revised ceiling plans.
- Add to implement Phase II security revisions.
- Add for misc electrical changes.

Change Order #29- \$3,501

- Credit for reduced HVAC work.
- Add for minor HVAC repairs in Suite 320.
- Add for revisions to HVAC duct work in various locations.
- Credit for deletion of cleaning ductwork.
- Add for removable access doors to fire dampers.
- Add for removal of steel supports under AC 1 & 2.
- Add for deletion of remote test switch at new fire damper.

Change Order #30- \$20,722

- Add to reframe south wall of room 115.
- Add to change sealant color on structural glass wall.
- Add for demolition on third floor to facilitate steel revisions.
- Add to install window film in rooms 116 & 117.
- Add to install additional asphalt patching for trench to emergency generator.
- Add for power circuit in room 249.
- Add for thresholds (2) in locker room showers.
- Add for additional marlite panels in Council room.

Additional Costs

It is apparent to staff that a number of critical work items were not included in the scope of the original construction documents. Examples include painting of the interior walls of the City Manager's, Human Resource's, Finance and Community Development suites, installation of security gates for the Police parking lot (the wooden perimeter fence was not installed), additional telephone and data lines for the City Manager's office and Finance Department, a two-foot extension of the Police motorcycle shed and additional signage. The cost of these items has been included in the project budget and the funds are available in the project contingency.

Four work items remain to be completed outside of the construction contract. They include a two foot extension of the police motorcycle shed, exterior city logo, signal wire to two fire valves and an exhaust vent in the police armory.

Draws on Contingency

A total of \$350,000 was allocated for contract contingencies. Of this amount, \$251,553 was used toward the construction contract. The balance of \$98,447 was used for other project work outside the construction contract.

Public Contact

Posting of Council agenda.

Recommendation

It is recommended that Council take the following actions:

1. Accept the update provided in this report.
2. Accept the work as complete, approve as-built plans and authorize the City Clerk to issue a Notice of Completion for City Contract Number 415A.

Alternatives

1. Take no action.
2. Refer back to staff for further information.
3. Deny approval.

Attachments

1. Resolution.

Respectfully submitted,

Karl Mittelstadt
Project Manager

Maureen L. Cassingham
Interim City Manager

Staff Contact:

Karl Mittelstadt, Project Manager
650-595-7443
karlm@belmont.gov

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT
ACCEPTING THE WORK, APPROVING AS-BUILT PLANS, AND AUTHORIZING THE
ISSUE OF NOTICE OF COMPLETION FOR THE POLICE DEPARTMENT AND CITY
HALL PROJECT TO THOMPSON PACIFIC CONSTRUCTION, CITY CONTRACT
NUMBER 415A**

WHEREAS, due to the need to expand and strengthen the Belmont City Hall facility and to develop a new Police facility; and,

WHEREAS, the City Council employed the architectural firm of Kaplan, McLaughlin, Diaz Architecture & Planning to design the construction project that included the expansion of the facility for a new Council Chamber and Lobby/Permit Center and seismic strengthening of the building; and,

WHEREAS, on July 22, 2003, the Council approved the project plans and authorized their advertisement for bid as City Contract Number 415A; and,

WHEREAS, on October 14, 2003, the Council awarded the contract to Thompson Pacific Construction, which submitted the lowest responsible bid of \$7,085,000, including the base bid and alternatives 2,3 and 4; and,

WHEREAS, Council authorized a project contingency of \$569,100; and,

WHEREAS, the contractor has completed the contract work; and,

WHEREAS, the work has been inspected and has been completed in accordance with contract requirements.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Belmont:

1. Accepts the work as complete.
2. Approves the As-Built Plans.
3. Directs the City Clerk's Office to Issue a Notice of Completion to Thompson Pacific Construction for City Contract Number 415A.
4. Approves the final construction contract cost of \$7,336,553.00 with payment from FY06 CIP budget account 305-4510-2055-9030.

* * * * *

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Belmont at a regular meeting thereof held on May 23, 2006 by the following vote:

AYES, COUNCILMEMBERS: _____

NOES, COUNCILMEMBERS: _____

ABSTAIN, COUNCILMEMBERS: _____

ABSENT: COUCILMEMBERS: _____

CLERK of the City of Belmont

APPROVED:

MAYOR of the City of Belmont